

FINAL

Fiscal Year 2021
Transportation Planning Work Program

Ames Area Metropolitan Planning Organization

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INTRODUCTION

The Fiscal Year 2021 Transportation Planning Work Program (TPWP) is the regional work plan for the fiscal year beginning July 1, 2020 and ending June 30, 2021. The TPWP is a requirement of 23 CFR 450.308(b) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document includes details to indicate who will perform the planning activity, the schedule for completing the activity, what products should result from each activity, funding for each activity as well as a total program budget.

PERFORMANCE BASED PLANNING

Performance based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012 Federal surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). The Federal government established seven national goals through MAP-21, and maintained in subsequent Federal legislation, with the purpose of improving decision-making through performance-based planning and programming.

National Goals

- Safety
- Infrastructure Condition
- Congestion Reduction
- System Reliability
- Freight Movement and Economic Vitality
- Environmental Sustainability
- Project Delivery

The Ames Area MPO must establish and use a performance-based approach in transportation decision making to support the national goals. The Ames Area MPO will implement required metrics in coordination with the Iowa Department of Transportation, which includes setting regional targets for several performance measures established by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Future reports on the Ames Area MPO's progress in reaching regional targets will be included in future long range transportation planning documents.

KEY TERMS:

Goal: a broad statement that describes a desired end state

Objective: a specific, measurable statement that supports achievement of a goal

Performance Measures: metric used to assess progress towards meeting an objective

Target: specific level of performance that is desired to be achieved within a certain timeframe

Road Safety

The safety measures are:

- Number of Fatalities
- Rate of Fatalities per 100 million VMT
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-Motorized Fatalities and Non-motorized Serious Injuries

In September 2019, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Safety

As a recipient of urbanized area formula grant funding, the Ames Transit Agency (CyRide) is to establish and self-certify its initial agency safety plan by July 20, 2020, where safety performance targets will be established within this plan based on the following safety performance measures FTA established in the National Public Transportation Safety Plan including:

- Fatalities
- Injuries
- Safety Events
- System Reliability

CyRide's Safety Plan, which will be certified each year, will include processes and procedures to implement Safety Management Systems (SMS) at CyRide to anticipate future risks and detect problems before safety issues occur. This plan, which must be in place by July 20, 2020 for FY 2021, will include strategies for minimizing the exposure of the public, personnel, and property to unsafe conditions and again include safety performance targets. SMS will support a data-based framework to identify and analyze safety hazards and risks to prioritize resources towards the mitigation of these issues.

Pavement and Bridge

The pavement and bridge measures are:

- Percent of Interstate pavements in Good condition
- Percent of Interstate pavements in Poor condition
- Percent of non-Interstate NHS pavements in Good Condition
- Percent of non-Interstate NHS pavements in Poor condition
- Percent of NHS bridges classified as in Good condition
- Percent of NHS bridges classified as in Poor condition

In September 2018, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Asset Management

The Transit Asset Management (TAM) targets are:

- Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark
- Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark
- Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale
- Infrastructure: Not applicable. (The infrastructure performance measure element, which FTA requires, is limited to rail fixed guideway assets. There is no fixed guideway passenger transport in the Ames region.)

CyRide established their first TAM plan and targets in January 2017. Every year, the TAM Plan and targets are updated by October 1st. The last update for CyRide's TAM Plan was October 2019 which was forwarded to the AAMPO staff in December 2019 as required by the Federal Transit Administration (FTA). Per FTA regulations, the AAMPO is not obligated to update their TAM targets whenever transit agencies update their targets.

In March 2019, the Ames Area MPO adopted CyRide's 2018 TAM targets.

System and Freight Reliability

The system performance and freight measures are:

- Percent of person-miles traveled on the Interstate that are reliable
- Percent of person-miles traveled on the non-Interstate NHS that are reliable
- Truck Travel Time Reliability Index

In September 2018, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Performance Management Agreement

The Iowa Department of Transportation (Iowa DOT) and the Ames Area Metropolitan Planning Organization (MPO) agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Systems Planning Bureau.

1. Transportation performance data
 - a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
 - b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.
2. Selection of performance targets
 - a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.

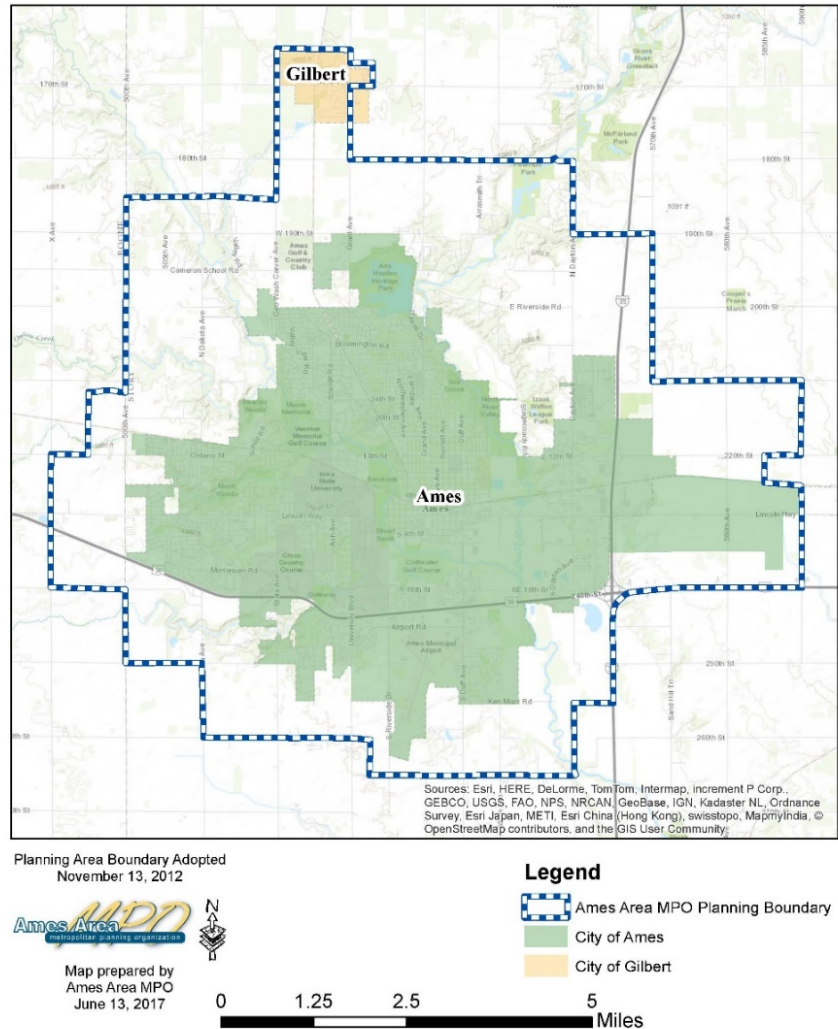
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- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.
 3. Reporting of performance targets
 - a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
 - b. MPO performance targets will be reported to the Iowa DOT.
 - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
 1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
 2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
 - c. The Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
 - d. MPOs will include information outlined in 23 CFR 450.324 (f) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
 - e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.
 4. Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO
 - a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
 5. The collection of data for the State asset management plans for the NHS
 - a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

AMES AREA MPO ORGANIZATION

The Ames Area MPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population greater than 50,000 in the 2000 Census.

As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

Figure 1. Ames Area MPO Planning Boundary



The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The City of Ames serves as the fiscal agent for the Ames Area MPO.

Ames is located in central Iowa and is served by Interstate 35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 249 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries approximately six million bus passengers per year. While the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community. The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 93 aircraft operations occur per day at the Ames Municipal Airport. Railroad provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

Transportation Policy Committee

The Transportation Policy Committee (TPC) is the policy setting board of the MPO and the membership consists of local officials. Voting membership on the committee includes city and county governments located, wholly or partially, in the Ames Area MPO planning boundary, as well as the local transit agency. Currently the TPC membership includes: City of Ames, City of Gilbert, CyRide, Boone County, and Story County. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

Transportation Policy Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	
City of Ames †	John Haila	Mayor
City of Ames	Bronwyn Beatty-Hansen	Council Member
City of Ames	Gloria Betcher	Council Member
City of Ames	Amber Corrieri	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	David Martin	Council Member
City of Ames	Rachel Junck	Council Member
Boone County	Bill Zinnel	Board of Supervisors
Story County	Lauris Olson	Board of Supervisors
Ames Transit Agency	Juan Bibiloni	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Eva Steinman	Region 7 Community Planner
Iowa State University ‡	Cathy Brown	Director for Planning Services

† Chair ‡ Non-voting

Transportation Technical Committee

The Transportation Technical Committee (TTC) consists of technical personnel from various agencies involved in transportation issues within the planning area. The TTC formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing the short and long-range transportation plans. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration serve as advisory, non-voting, representatives.

Transportation Technical Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	
City of Ames (Chair)	Tracy Warner	Municipal Engineer
City of Ames (Vice-Chair)	Damion Pregitzer	Traffic Engineer
City of Ames	Justin Clausen	Operations Manager
City of Ames	Kelly Diekmann	Director of Planning & Housing
City of Ames	Justin Moore	Planner
CyRide	Barb Neal	Transit Director
Iowa State University	Sarah Lawrence	Campus Planner
Boone County	Scott Kruse	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Drew Kamp	Director of Public Policy & Business Development
City of Ames ‡	John Joiner	Public Works Director
City of Ames ‡	Vacant	Transportation Planner
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Eva Steinman	Region 7 Community Planner

‡ Non-voting

PLANNING PRIORITIES OF THE FY 2021 WORK PROGRAM

The FY 2021 TPWP addresses the planning goals of the Ames Area MPO, which are:

- Provide a connected transportation system that offers efficient and reliable mobility options for all modes of travel.
- Provide a safe transportation system.
- Consider and mitigate the impacts of the transportation system on the natural and built environment.
- Provide an accessible transportation system which fits within the context of its surroundings and preserves community character.
- Provide a transportation system that supports the regional economy and efficiently moves goods.
- Maintain transportation infrastructure in a state-of-good-repair.

The following is a list of ongoing and future challenges the Ames Area MPO expects to address through projects:

- The Ames Area experiences high variability in traffic due to weekly commuters and regional commercial weekend traffic. The Ames Area MPO will try to leverage technology as well as automated data collection to generate regional metrics.

- The Ames Area has a growing number of critical intersections for capacity and safety for all modes of travel. The Ames Area MPO will utilize advanced data collection to analyze and forecast potential improvements to these intersections.

The following documents are developed, updated, or maintained by the Ames Area MPO:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Long Range Transportation Plan (LRTP)
- Passenger Transportation Plan (PTP)

PRIVATE SECTOR INVOLVEMENT

Consultants will be used to perform tasks associated with the long-range transportation plan update (Task 5). The LRTP update will span three years and has been included in the FY 2019, FY 2020 and the FY 2021 work programs.

DEVELOPMENT OF THE WORK PROGRAM

The FY 2021 Transportation Planning Work Program was developed by input from the Ames Area MPO staff, members of the Transportation Technical Committee, the general public, and the Transportation Policy Committee. The following milestones describe the process in which the Transportation Planning Work Program was developed.

March 5, 2020 – Transportation Technical Committee

A review of the draft FY 2021 Transportation Planning Work Program by the Transportation Technical Committee.

March 6 – May 1, 2020 – Public Input Period

A public comment period for the draft FY 2021 Transportation Planning Work Program was established from March 6 through May 1. During the comment period, the recommended draft document was posted on the AAMPO.org website along with notifications distributed to the general public. Comments could be submitted via online form, e-mail, mail, and by phone.

March 24, 2020 – Transportation Policy Committee Meeting

A review of the FY 2021 Transportation Planning Work Program by the Transportation Policy Committee.

April 2020 – Review from Federal and State Partners

Federal and State partners at the Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation review the Ames Area MPO Draft FY 2021 Transportation Planning Work Program. By April 30, 2020, the MPO receives comments to address in the final FY 2021 TPWP document.

May 26, 2020 – Transportation Policy Committee Hearing

Public hearing held by the Transportation Policy Committee to consider adoption of the FY 2021 Transportation Planning Work Program with opportunities from the public to respond and present to the committee.

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WORK ELEMENTS

Task 1 – Administration and Support

OBJECTIVE

To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations.

PREVIOUS WORK

- Administer the FY 2020 Transportation Planning Work Program
- Develop and approve the FY 2021 Transportation Planning Work Program
- Complete annual Self Certification
- Attend Iowa DOT quarterly MPO meetings
- Quarterly submittals for planning funding reimbursement
- Filing and reporting routine items required by the Iowa Department of Transportation, Federal Transit Administration, and Federal Highway Administration
- Conducted four Transportation Policy Committee meetings on: July 9, 2019; September 24, 2019; March 24, 2020; and May 26, 2020
- Conducted three Transportation Technical Committee meetings on: September 5, 2019; March 5, 2020; and May 14, 2020
- Conduct a public meeting on May 15, 2020
- Updated meeting agendas, minutes, and materials on the MPO website at www.aampo.org

DESCRIPTION

This task includes all administrative tasks which support activities of the MPO including the following: prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and technical committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities with participating agencies and other public and private interests.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain software and purchase necessary upgrades when beneficial to the MPO.

Task also includes conducting informational meetings, as well as public hearings, to obtain public input and feedback on ongoing activities. The Public Participation Plan, along with other pertinent documents maintained and developed by the Ames Area MPO are posted online at www.aampo.org. The Public Participation Plan will be evaluated for modifications to evolve with communication preferences as warranted.

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning

Association, Environmental Protection Agency, Iowa Department of Transportation, peer transportation planning organizations, and other agencies and professional organizations.

FY 2021 PRODUCTS

Product	Estimated Timeline			
Maintain records and files in accordance with retention requirements	Q1	Q2	Q3	Q4
Complete reports, surveys, and other materials as requested by Federal, State, or other governmental agencies	Q1	Q2	Q3	Q4
Carry out Annual Certification and all matters required of the certification	Q1	Q2	Q3	Q4
Administration of Transportation Planning Work Program	Q1	Q2	Q3	Q4
Monitor, coordinate, and implement performance measures into MPO planning processes as required by Federal and State regulation	Q1	Q2	Q3	Q4
Administer meetings of the Transportation Policy Committee and Transportation Technical Committee	Q1	Q2	Q3	Q4
Participation in regional and state-wide coordination meetings related to transportation planning	Q1	Q2	Q3	Q4
Marketing and outreach of MPO planning activities	Q1	Q2	Q3	Q4
Participate and organize conferences, trainings, and coordination meetings pertinent to transportation planning hosted by Federal, State, professional organizations, or other agencies	Q1	Q2	Q3	Q4

Task 2 – Transportation Improvement Program

OBJECTIVE

Develop and maintain a regional program of near-term projects that are consistent with the Ames Area MPO long range transportation plan.

PREVIOUS WORK

- Ames Area MPO FY 2019 – 2022 Transportation Improvement Program
 - Processed required amendments and administrative modifications in accordance with outline procedures
- Ames Area MPO FY 2020 – 2023 Transportation Improvement Program
 - Development and adoption of the FY 2020 – 2023 Transportation Improvement Program
 - Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications
 - Update the program to reflect the MPO’s compliance with the FAST-Act, with approved performance targets.
- Ames Area MPO FY 2021 – 2024 Transportation Improvement Program
 - Solicit and select list of local Surface Transportation Block Grant program (STBG) and Transportation Alternatives (STBG-TAP) projects for funding
 - Develop draft program document for committee review and public participation process

DESCRIPTION

The Ames Area MPO is responsible for developing the funding program of transportation projects which use Federal funds, utilize STBG-Swap funds, or are regionally significant. The MPO carries out a process for soliciting regional projects for the Surface Transportation Block Grant (STBG) and Transportation Alternatives program (STBG-TAP). The MPO also reviews regional projects seeking Iowa Clean Air Attainment Program (ICAAP) funds.

Projects which are awarded Federal funding, use STBG-Swap, or are regionally significant are included in the Transportation Improvement Program (TIP). The TIP is developed in coordination with local governments, the State of Iowa, and transit operators. Consistent with the Public Participation Plan, opportunities for public review and comments will be provided for all Transportation Policy Committee actions on the TIP. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.

FY 2021 PRODUCTS

Product	Estimated Timeline			
FY 2020 – 2023 Transportation Improvement Program				
Maintain program through processing formal amendments and administrative modifications as required	Q1	-	-	-
FY 2021 – 2024 Transportation Improvement Program				
Develop and adopt the program	Q1	-	-	-
Maintain program through processing formal amendments and administrative modifications as required	-	Q2	Q3	Q4
FY 2022 – 2025 Transportation Improvement Program				
Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications	Q1	Q2	-	-
Solicit and prioritize list of local "Transportation Alternatives" (TA) projects for funding	-	-	Q3	Q4
Solicit and select list of local "Surface Transportation Block Grant" program (STBG) projects for funding	-	-	Q3	Q4
Develop draft program document for committee review and public participation process	-	-	-	Q4

Task 3 – Comprehensive Planning

OBJECTIVE

Integrate transportation planning and land use planning for Ames Area MPO member jurisdictions.

PREVIOUS WORK

- Updated Safe Routes to School maps in 2019
- Attend Midwest Transportation Model user Group quarterly meetings
- Performed model analysis for potential development scenarios
- Prepared regional data for use in the Ames travel demand model
 - Processed parcel data and land use assignment

DESCRIPTION

Participate in regional activities which enhance the transportation network including data collection, collaboration with local transportation activities, technical assistance for member agencies, and other activities promoting a comprehensive approach.

FY 2021 PRODUCTS

Product	Estimated Timeline			
Prepare updates to the Safe Routes to School map as necessary in coordination with the Ames Community School District	Q1	-	-	-
Provide technical assistance to local cities in incorporating regional transportation planning goals and objectives into comprehensive, sub-area, capital improvement, and other local plans	Q1	Q2	Q3	Q4
Perform data collection and GIS data maintenance of community assets used in transportation planning analysis, including traffic and trail count data	Q1	Q2	Q3	Q4
Maintain travel demand model including trip generation, trip distribution, trip assignment, calibration, and validation	Q1	Q2	Q3	Q4
Develop travel demand model following the ISMS (Iowa Standardized Model Structure) architecture	Q1	Q2	-	-
Traffic signal synchronization review	Q1	Q2	Q3	Q4
Analyze potential alternative funding sources	Q1	Q2	Q3	Q4
Maintain and update the Regional ITS Architecture as necessary	Q1	Q2	Q3	Q4

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Task 4 – Transit Planning

OBJECTIVE

Enhance a coordinated, accessible, and efficient transit system.

PREVIOUS WORK

- Human service/transportation provider coordination meetings and plan updates
- Coordinated planning and meetings with human service organizations
- Safety Plan Development
- Equal Employment Opportunity (EEO) Program Monitoring
- Disadvantage Business Enterprise (DBE) Goals Development and semi-annual reports
- Transit Service Planning (i.e. route planning)
- Transit Management Analysis Planning (i.e. transit policies)
- Capital Planning
- Transit Asset Management (TAM) Plan (performance measures, annual narrative & performance targets updates)
- Title VI Program Update, Monitoring & Facility Equity Analysis
- MPO Planning Agreement update
- Bus Stop Planning & ADA Planning (i.e. bus shelters, automatic annunciators)
- Triennial Review Development

DESCRIPTION

Planning efforts will reflect prioritization of the following areas:

- Transit Agency Safety and Security Plan
- Transit Asset Management Plan, performance measures, annual narrative & performance target updates on an annual basis.
- Transportation Planning Work Program Development
- ADA Planning updates (Automatic Annunciators)
- Title VI Program and Limited English Proficiency (LEP) Plan Updates
- Disadvantaged Business Enterprise goals submission
- Triennial Federal review of compliance with Federal Transit Administration regulations
- Participation of transit operators in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and transit services
- Make transit capital investment decisions through effective system planning
- Bus stop planning for future ADA improvements
- Technology planning (automatic annunciators, automatic passenger counters, etc.)
- Facility expansion analysis

This item involves transit planning issues related to land use and development issues, facility expansion analysis, ridership surveys and analyses, plans to manage transit agency in accordance to the Federal Transit Administration guidelines, and the study of fixed route transit services. Meetings will be held to

facilitate the locally developed coordinated public transit/human-services transportation plan to improve transportation services for the low-income, aging and disabled populations within the community. Efforts will concentrate on improving operating efficiencies of current services and eliminating gaps where and when transportation is not available. The transportation planner may conduct various planning and ridership studies throughout the year to ensure compliance with federal regulations.

FY 2021 PRODUCTS

Product	Estimated Timeline			
	Q1	Q2	Q3	Q4
Various transit plans, administration and audits of the following programs requiring annual certifications by the transit agency: Equal Employment Opportunity Program (EEO), Title VI Program, Limited English Proficiency (LEP), Disadvantaged Business Enterprise (DBE), Transit Asset Management Plan, CyRide Safety & Security Plan, Federal Audits/Reviews.	Q1	Q2	Q3	Q4
Update 2020-2023 Ames Area MPO Passenger Transportation Plan (PTP) as needed; monthly coordination of transit with various human & health service organization groups	Q1	Q2	Q3	Q4
Capital/Financial planning to analyze fleet and facility needs for five-year period.	Q1	Q2	Q3	Q4
Transit Service Planning for current/new services	Q1	Q2	Q3	Q4
Transit Management Planning of current/new policies	Q1	Q2	Q3	Q4
Long-term facility expansion studies	Q1	Q2	Q3	Q4
Bus stop amenities & technology planning	Q1	Q2	Q3	Q4
TAM performance targets and safety performance measures	Q1	Q2	Q3	Q4

Task 5 – Long Range Transportation Planning

OBJECTIVE

Provide framework for orderly, efficient growth of an integrated, multi-modal transportation network.

PREVIOUS WORK

- Update the plan as necessary to ensure compliance with transportation planning requirements
- Perform model analysis related to long range transportation projects and potential impacts on the regional network
- Conducted Issues and Visioning Public Workshop for the LRTP Update (2045 Horizon Year)
- Conducted Community Transportation Survey for the LRTP Update (2045 Horizon Year)
- Conducted Alternatives Workshop for the LRTP Update (2045 Horizon Year)
- Weekly coordination meetings with consultant for the LRTP Update (2045 Horizon Year)

DESCRIPTION

The 2040 Long Range Transportation Plan (titled: Ames Mobility 2040) became effective October 2015. To support activities of the Long Range Transportation Plan, the MPO will continue to monitor and update the plan as necessary. Both in support of the current plan and in anticipation of the update, plan elements will be monitored.

By October 2020, the Ames Area MPO will adopt an updated Long Range Transportation Plan. In this fiscal year, the MPO will conduct a substantial amount of the plan. The updated LRTP will extend the planning horizon year to 2045 and have significant updates to comply with FAST-Act performance-based planning requirements.

The LRTP update will include private consultant participation to complete the plan update.

FY 2021 PRODUCTS

Product	Estimated Timeline			
Update current plan, as necessary, to ensure compliance with transportation planning requirements	Q1	Q2	Q3	Q4
Coordinate planning effort with area stakeholders and agencies	Q1	Q2	Q3	Q4
Develop draft LRTP chapters	Q1	-	-	-

FY 2021 BUDGET SUMMARY AND FUNDING SOURCES

Work Hours Summary

Activity	Agency Responsible	Staff Hours
1. Administration	AAMPO	640
2. Transportation Improvement Program	AAMPO	220
3. Comprehensive Planning	AAMPO	460
4. Transit Planning	AAMPO	820
5. Long Range Planning	AAMPO	1,000 – AAMPO staff 2,500 – Consultant

Budget Summary

Activity	Total Cost	Total Local Match	Federal Funds						
			Total Federal Amount	FTA 5305d New	FTA 5305d C/O	FHWA STBG New	FHWA STBG C/O	FHWA PL New	FHWA PL C/O
1 - Admin	\$35,000	\$7,000	\$28,000	\$ -	\$ -	\$ -	\$ 6,655	\$7,548	\$13,797
2 - TIP	\$12,000	\$2,400	\$9,600	\$ -	\$ -	\$ -	\$ 2,282	\$2,588	\$4,730
3 - Comp	\$25,000	\$5,000	\$20,000	\$ -	\$ -	\$ -	\$ 4,753	\$5,392	\$9,855
4 - Transit	\$45,000	\$9,000	\$36,000	\$15,092	\$20,908	\$ -	\$ -	\$ -	\$ -
5 - LRTP	\$376,718	\$75,344	\$301,374	\$ -	\$ -	\$ -	\$71,631	\$81,244	\$148,499
Total	\$493,718	\$98,744	\$394,974	\$15,092	\$20,908	\$ -	\$85,321	\$96,772	\$176,881

Table of Unobligated Planning Funds

	FTA 5305d New	FTA 5305d C/O	FHWA STBG New	FHWA STBG C/O	FHWA PL New	FHWA PL C/O	TOTAL
Starting Available Balances Programmed	\$36,445	\$20,908	\$ -	\$85,321	\$101,897	\$176,881	\$421,452
	\$15,092	\$20,908	\$ -	\$85,321	\$96,772	\$176,881	\$394,974
Unobligated Federal Funds	\$21,353	\$ -	\$ -	\$ -	\$5,125	\$ -	\$26,478

REVISIONS TO THE WORK PROGRAM

The work program is developed annually, however, can be amended at any time throughout the life of the document. The following section outlines the process to be used to amend the work program.

MPO Approval Process

The Ames Area MPO Transportation Policy Committee is the designated body to approve the scope and budget of the Transportation Planning Work Program. The Transportation Policy Committee will consider adoption of the original program as well as all amendments in accordance with the Public Participation Plan.

Agency Approval Requirements

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

Revision type	Approving Agency
Request for additional Federal funding	Federal
Transfer of funds between categories, projects, functions, or activities which exceeds 10 percent of the total work program budget when the Federal share of the budget exceeds \$150,000	Federal
Revision of the scope or objectives of activities	Federal
Transferring substantive programmatic work to a third party (consultant)	Federal
Capital expenditures, including the purchasing of equipment	Federal
Transfer of funds allotted for training allowances	Federal
Transfer of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000	Iowa Department of Transportation
Revisions related to work that does not involve Federal funding	Ames Area MPO

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's District Planner. Documentation for the revisions shall include the following:

- A resolution or meeting minutes showing the revision's approval
- Budget summary table with changes highlighted/noted
- Modified section(s) of the plan's work elements with changes highlighted/noted

If all necessary information is provided, the request will then be forwarded to the Federal Highway Administration and Federal Transit Administration for review and any necessary approvals. Notification by the approving agency will be in writing.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the approval of the revision
- Budget summary table with changes highlighted/noted
- Modified section(s) of the plan's work elements with changes highlighted/noted

FEDERAL REVISION APPROVAL

Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.

IOWA DOT SYSTEMS PLANNING BUREAU REVISION APPROVAL

Revisions where the Iowa DOT Systems Planning Bureau is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau

prior to commencement of activity or request for reimbursement.

AMES AREA MPO REVISION APPROVAL

Revisions where the MPO is the approving agency shall be approved by the Policy Board.

COST ALLOCATION PLAN

The local match for salaries and other expenses is a part of the City of Ames Program Budget adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2021 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.

APPENDIX

- A. Self- Certification of Procurement and Consultant Selection Procedures
- B. Transportation Policy Committee Meeting Minutes



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**MPO Self-Certification of
Procurement and Consultant Selection Procedures**

This is to certify that I have reviewed the Iowa DOT Purchasing Rules (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds.

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds \$5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Office of Systems Planning, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.

(Signature)

Mayor John Haila

Chair, Transportation Policy Committee

Ames Area Metropolitan Planning Organization

May 26, 2020

**MINUTES OF THE MEETING OF THE AMES AREA
METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE**

AMES, IOWA

MAY 26, 2020

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE MEETING**

Mayor Haila announced that it is impractical to hold an in-person Council meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting is being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

CALL TO ORDER: The Ames Area Metropolitan Planning Organization (AAMPO) Transportation Policy Committee meeting, which was being held electronically, was called to order by Ames Mayor and voting member John Haila at 6:05 p.m. on the 26th day of May, 2020. Other voting members brought into the meeting were: Bronwyn Beatty-Hansen, City of Ames; Gloria Betcher, City of Ames; Amber Corrieri, City of Ames; Tim Gartin, City of Ames; Rachel Junck, City of Ames; David Martin, City of Ames; Lauris Olson, Story County Supervisor. Bill Zinnel, Boone County Supervisor, and Jon Popp, Mayor of Gilbert, were absent. The Student Government Representative is to be determined.

DRAFT FFY 2021-2024 TRANSPORTATION IMPROVEMENT PLAN (TIP): Public Works Director John Joiner stated this was an annual document required by the Metropolitan Planning Organization (MPO). The Draft was reviewed by the Transportation Technical Committee and recommended unanimously for the Policy Committee's approval. A public comment period will happen over the next month. Any comments received will be reported to the Policy Committee when the document is scheduled for the final hearing on July 14, 2020.

Council Member Beatty-Hansen questioned the Fiscal Constraint table on page 24 of the staff report and wanted to know if it had been updated with any new numbers that would change due to COVID-19. Mr. Joiner explained that staff had received some antidotal information from the Iowa Department of Transportation (Iowa DOT) that the effect of COVID-19 will have on the Road Use Tax Fund. He noted this would mainly affect the swap (where they swap federal funds for state funds), but they haven't received any firm numbers from the Iowa DOT regarding target adjustments.

Moved by Beatty-Hansen, seconded by Olson, to approve the Draft FFY 2021-2024 TIP and set the date of public hearing for July 14, 2020.

Vote on Motion: 8-0. Motion declared carried unanimously.

AMENDMENTS TO 2020-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP): Director Joiner commented this item is the same as the Policy Committee saw back in March 2020.

The Mayor opened the public hearing and closed it after there was no one wishing to speak.

Moved by Betcher, seconded by Olson, to approve the Amendments to the 2020-2023 (TIP).
Vote on Motion: 8-0. Motion declared carried unanimously.

FISCAL YEAR 2021 DRAFT TRANSPORTATION PLANNING WORK PROGRAM (TPWP): Public Works Director John Joiner stated that this item was submitted to their State and Federal funding partners for review. He noted it is the same document that was shown before in March 2020 and meets all state and federal requirements.

The public hearing was opened by the Mayor. He closed the hearing after no one asked to speak.

Moved by Junck, seconded by Olson, to approve the Fiscal Year 2021 Draft (TPWP).
Vote on Motion: 8-0. Motion declared carried unanimously.

POLICY COMMITTEE COMMENTS: Ms. Olson mentioned that she had let the Board of Supervisors know that the AAMPO would be meeting tonight and they questioned what is going on with the 2045 Plan. She stated she had left a message with Traffic Engineer Damion Pregitzer to let him know that they had questions. It was noted that the County wants to be actively involved in the 2045 Plan. Ms. Olson commented that not only a technical discussion needs to be had, but want to make sure their voice is heard from a Policy standpoint. She explained that it would be helpful if Mr. Pregitzer could give her a call and would like to talk with him to find out where they are at in the process as opposed to what is shown online. Ms. Olson noted that one of their concerns is the northwest portion of Ames. Director Joiner explained that staff had received some comments from Mayor Popp and from a few Supervisors, but will have Mr. Pregitzer reach out to her. He noted that staff will be bringing the project level input back to the Policy Committee on July 14, 2020, to review the public input received and share comments from the Technical Committee review. They will then receive formal feedback from the Policy Committee and apply the fiscal constraints to all the projects to make sure they meet the funding availability that is projected. This will happen in August 2020; from there the information will be used to prepare the final draft that will be provided in late September 2020. Ms. Olson commented that she appreciated the update and looks forward to hearing from Mr. Pregitzer.

ADJOURNMENT: Moved by Olson, seconded by Junck, to adjourn the AAMPO Transportation Policy Committee meeting at 6:16 p.m.
Vote on Motion: 8-0. Motion declared carried unanimously.


Amy L. Colwell, Deputy City Clerk


John A. Haila, Mayor